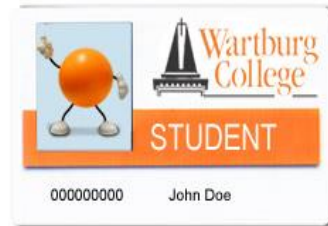




KNIGHTtime

Recording Punches with a Timeclock



Wartburg ID Card:

Every Wartburg College employee is issued one ID card free of charge. Among its many functions across campus, an employee's ID card can also be utilized to punch in and out of the KnightTime timeclocks on-campus. Employees are NOT able to punch in and out simply by punching in their ID number at the timeclock.

There will be no cost for replacing damaged/worn cards or exchanging cards due to name changes. However, a \$20 replacement fee will be charged for lost or stolen cards.

New ID cards can be acquired in the Dining Services Office in the Student Center. Their office is open during standard office hours, but prior arrangements can be made with their office to have employees acquire their ID cards outside of their standard office hours.

KnightTime Timeclocks:

KnightTime timeclocks are strategically located around campus. A map of the locations of the timeclocks on campus is available on the Student Employment webpage. Student employees are advised to always use a timeclock that is closest to their employing department.



To record punches utilizing a timeclock:

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To clock in:

1. Press the blue button by “Punch In.”
2. Hold your Wartburg ID card in front of the proximity reader on the right of the timeclock. (Do NOT swipe it like a credit card.)
3. Press the blue button next to “List” to display the position(s) you work in on-campus.
4. Use the arrow keys to toggle among your positions and make sure you highlight (or a box is around) the correct position in which you’re wanting to clock into. (*)
5. Enter the “Enter” key (or big button with a back arrow) twice.
6. It will indicate on the screen that you are punched in. The screen returns to the default menu screen after a few seconds.

(*) Attention Student Employees: Always pay close attention to the position titles you are selecting from the list function at the timeclock. Student position titles differ by ending in “FWS” (Federal Work-Study), “CS” (Community Service), “CE” (Campus Employment), or “CES” (Campus Employment Summer). “FWS,” “CS,” and “CE” positions should be used during the academic year (September – Day of Graduation) while “CES” positions should be used during the summer months (Day after Graduation – August).

To clock out:

1. Press the blue button by “Punch Out.”
2. Hold your Wartburg ID card in front of the proximity reader on the right of the timeclock. (Do NOT swipe it like a credit card.)
3. It will indicate on the screen that you are punched out. The screen returns to the default menu screen after a few seconds.






IMPORTANT: If an employee forgets to punch in/out or punches into the wrong position at the timeclock, the employee will need to inform their supervisor so their supervisor can make the appropriate correction to their KnightTime timecard utilizing the KnightTime web application.

Other options at the Timeclock:

- Review Punches: Displays punches recorded.
- View Schedule: Displays your schedule, if one has been assigned to you by your supervisor.
- Read Messages: Displays messages sent to you via your supervisor or HR/SEO
- Timecard Totals / Timecard Details: Displays different views of your hours worked.

Special keys to use when you enter data

The following table shows the symbols used for specific keys on the Series 4000 terminals for data entry operations.

The symbol on the key	Description of the key
 ESC	The Escape key. Press this key to perform the following operations: <ul style="list-style-type: none">• Cancel the transaction that you are performing.• Restore the previous settings on a configuration screen.• If the terminal is in Maintenance or Manager mode, return the terminal to the default menu in Employee mode.• For transactions using the terminal Web browser interface, go back one screen.
 ←	The Backspace key. Press this key to remove characters from a field, one character at a time from right to left.
 CLR	The Clear key. Press this key to remove all data in a field.
 ENTER ↵	The Enter key. Press this key to accept data in a field and move to the next field. If you are in the last field of a transaction, pressing the Enter key initiates the transaction validation.
 ↑ SHIFT	The Shift key. Press this key while you press other keys to produce uppercase letters or other special characters. The Shift key is available only on an alphanumeric keypad.

Some reasons in which errors may occur when utilizing the timeclocks include:

No Punches or Multiple Punches were Recorded

- An employee moved their ID card too fast or too slow by the proximity reader on the timeclock.
- An employee held their ID card in their hand close to the proximity reader while punching buttons on the timeclock.
- An employee recently acquired a new ID card. Please note that employees will not be able to use their new ID card to punch in/out for work for 24 hours until the timeclocks are updated.
- An employee punched within a minute of his/her previous punch. An employee must allow for one minute in between punches.

Employee is not able to select a position from the list function OR the correct position is not displayed in the list function

- The appropriate supervisor did not submit a hire request for an employee in a timely manner. Please note that all employee hire requests will need to be submitted to the Student Employment Office (students) or Human Resources Office (staff) **four business days prior to the employee's start date.**
- The employee has not yet completed all of their required employment forms.

Transfer Set is Not Populated on Employee Timecard

- An employee clocked in at the timeclock using the "punch out" button. The "punch out" button on the timeclock does not prompt an employee to select a position and, therefore, a transfer set will not be populated.
- An employee clocked into the wrong position at the timeclock and the supervisor of the position in which the student clocked into accidentally noticed it and deleted the transfer set. Supervisors only have the ability to transfer into their area; they cannot perform transfers on behalf of other departments to charge the employee's work hours to another department.
- An employee punched within a minute of his/her previous punch. An employee must allow for one minute in between punches.